

Charlottesville Redevelopment and Housing Authority

Job Description

Position: Director of Finance
Reports to: Executive Director and/or designee
Classification: Full-Time Fair Labor Standards Act (FLSA) Exempt Salaried

In Charlottesville, we believe that quality, affordable housing is fundamental human right.

Who we are: We are the Charlottesville Redevelopment and Housing Authority “CRHA”. For more than 60 years, we have taken great pride in being the primary provider of “housing of first opportunity” in our community. As such, we continue to strive tirelessly and passionately to be *a resident-centered organization committed to excellence in providing affordable quality housing, revitalizing communities, and promoting upward mobility and self-sufficiency through partnerships in the public and private sectors*. We subscribe to a Residents First! philosophy that is grounded on relationships that develop and thrive only when mutual respect, dignity and commitment is afforded one another. At CRHA, relationships matter.

In addition to creating opportunities for our residents to reach their potential through housing programs and resident services, we also create opportunities for our employees for professional growth and to contribute meaningfully to the workplace and the community. We foster a collaborative and respectful work environment where every team member plays a significant role in working together to further our mission.

Who we are seeking:

CRHA is searching for a mission driven, flexible, high achieving individual that enjoys helping others to join our team as Director of Finance. A CRHA Director of Finance is a problem-solver who recognizes that their success can only be measured by the successes of those we serve - our residents and our community.

General Statement of Duties:

Responsible to administer, advise, manage/coordinate and oversee the financial management programs and activities of the Agency’s owned and/or managed properties, non-profit such as the Charlottesville Community Development Corp. “CCDC”, and LLCs including day-to-day financial operations; asset and debt management; directing, maintaining, and controlling an accounting system that properly reflects the financial position of Charlottesville Redevelopment and Housing Authority; interpreting, communicating and administering Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), IRS, HUD standards and regulatory requirements, and CRHA policies and procedures; and supervising accounting staff.

The CRHA Director of Finance will:

1. **Assumes responsibility to administer, advise, manage, coordinate, and oversee the financial management programs and activities of the Agency’s owned and/or managed properties, non-profit, and LLCs.**
 - a. Ensures all accounting activities, day-to-day financial operations, and asset and debt management are in accordance with established legal, regulatory (GAAP, GASP, IRS, HUD), and CRHA policies and procedures.

- b. Oversees and prepares entries and adjustments to CRHA general ledger, financial records, files, and statements.
 - c. Ensures internal and external financial transactions are accurately and timely recorded and reported.
 - d. Maintains accurate fiscal records for annual audits, eliminating any findings or questionable cost.
 - e. Prepares and electronically submits all required periodic, end of year and special reports and supporting documentation while ensuring accuracy and timeliness.
 - f. Assists department/program managers with financial and variance analyses and budget preparation. Analyzes and calculates operating subsidy and revisions. Analyzes Units Months Leased (UML) and HUD-approved exempt vacancies. Prepares annual budgets and revisions. Monitors costs and expenses.
 - g. Reconciles and balances financial statements and accounting records and ledgers. Analyzes revenue and expenditures. Researches and reviews financial activities, compiles findings and recommendations for managerial decision-making.
 - h. Performs capital funds accounting and budgeting. Processes payment vouchers via eLOCCS and reconciles disbursed funds and expenditures.
 - i. Invests surplus funds as needed.
 - j. Analyzes financial data submission and management data submission at fiscal year-end prior to electronic submission to HUD.
2. **Assumes responsibility for directing, maintaining, and controlling an accounting system that properly reflects the financial position of CRHA, CCDC, and managed properties and for the effective performance of all finance functions.**
- a. Ensures accounting functions and duties are accurately and promptly completed. Ensures accounting errors and discrepancies are researched and resolved.
 - b. Prepares journal entries and balances work in more complicated accounting areas.
 - c. Ensures accuracy of general ledger accounts and associated components for all programs, including Public Housing, Housing Choice Voucher, Capital Fund, Central Office Cost Center, Grants, non-HUD programs, non-profit, and LLCs.
 - d. Oversees the preparation of regulatory and governmental reports. Reviews financial information needed to ensure an accurate statement of CRHA, its managed properties, non-profit, and LLC's financial position to various regulatory agencies.
 - e. Oversees fixed asset portfolios. Prepares depreciation schedules.
 - f. Ensures financial records agree with all approved budgets and comply with financial reporting requirements, audit review, and information technology templates that exist in the software.
 - g. Analyzes and monitors financial and management categories for the purpose of achieving maximum PHAS scoring.
3. **Maintains expert knowledge of all financial aspects of Public Housing Authority programs, including the non- profit and LLCs.**
- a. Maintains detailed knowledge and expertise of Public Housing and Housing Choice Voucher programs, bond financing, capital funds, non-HUD programs, non-profit, and LLCs.
 - b. Effectively interprets, communicates, and administers HUD programs, policies, and procedures as they relate to the financial operation of the Agency and its managed properties.
 - c. Researches and reviews federal publications and websites as well as industry publications as they relate to Agency financial requirements.

- d. Maintains thorough knowledge of developments in the finance and accounting field and of changing governmental and legal requirements.
 - e. Ensures accounting function compliance with regulations and policies that are relevant to other Federal, State, and Local regulatory requirements, and CRHA policies and procedures.
4. **Effectively ensures optimal performance of the Finance Department.**
- a. Provides leadership to finance department personnel through effective objective goal setting, delegation, and communication.
 - b. Trains and directs accounting staff. Provides support and conducts meetings as needed.
 - c. Completes performance appraisals for self and assigned staff on time. Implements and/or adheres to corrective actions or performance improvement plans as needed.
5. **Assumes responsibility for establishing and maintaining effective communication, coordination, and working relations with CRHA personnel and management, auditors, HUD, and other external business and accounting professionals.**
- a. Primary point of contact with banks, investment firms, insurance companies, and auditors.
 - b. Provides highly complex administrative support, interpretation, and training on financial matters, physical needs assessment, Agency 5-Year Plan, and budget preparation to Executive Director, senior management and programs.
 - c. Responds to financial and budget-related questions promptly and courteously.
 - d. Ensures management is appropriately informed of area activities and of any significant problems.
 - e. Completes related reports accurately and timely. Completes special and/or ongoing projects as assigned.
 - f. Attends meetings and training as needed.
6. **Assumes responsibility for related duties as required or assigned.**
- a. Monitors departmental policies and procedures and makes recommendations for revisions.
 - b. Attends seminars and professional conferences, as needed and approved.
 - c. Ensures work area is clean, secure, and well maintained.
 - d. Adheres to CRHA policies and procedures. Complies with Executive Director's expectations of senior management.
 - e. Other duties or tasks as may be assigned by the Executive Director or designee.

The Director of Finance serves as a member of the Senior Management Team, working closely with the Executive Director and other staff members. Reporting directly to the Executive Director, the Director of Finance is someone who can supervise, coach, and motivate others. They are respectful at all times, patient, polite, impartial and quick to follow up on promises. They are able to understand and communicate organizational goals and develop creative approaches to meet those goals. The Director of Finance will work closely with other staff to provide exceptional care and support to those we serve. Most importantly the Director of Finance is a person of integrity, accountability, has an eye for technical details and heart for working with residents.

Primary Focus:

The role of the Director of Finance is critical to the success of CRHA in its mission to serve the residents of our communities and neighborhoods. The primary duties of the Director of Finance are:

1. Financial and accounting general ledger, statements, records, assessments, reports, uploads, and draws are accurate and completed on time.
2. Maintains “no findings or questionable cost” audits.
3. Maintains a “high performer” financial category PHAS rating for owned and managed agencies.
4. Assets are safeguarded and preserved. Investments are appropriately and timely handled.
5. Good communication, coordination, and effective working relations exist with internal and external customers.
6. Assistance is provided as needed.
7. Department personnel are effective and efficient. Performance and/or self-evaluations are completed on time.

Specific duties in this area include (but are not limited to):

- Build positive partnerships/relationships with all CRHA residents and families.
- Holds self, and others if applicable, accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.
- Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals, causes change. Exercises significant discretion and independent judgment in departmental responsibilities. Interprets specific policies, regulations, laws, and theories, and makes recommendations to senior management of action to be taken.
- Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.
- Ensure all Fair Housing laws and regulations are followed.
- Monitor income and expenses against agency budget and make adjustments as needed to meet CRHA fiscal goals.
- Assist in the development, implementation and management of annual and capital budgets;
- Develop and coordinate bids and RFPs;
- Develop and submit reports to the Executive Director, Board of Commissioners and HUD.

Minimum Requirements:

1. Bachelor’s degree in finance or business administration or a related field, and either (1) five to seven years of progressively responsible financial management experience in HUD Public Housing and Housing Choice Voucher programs, including development, planning, funding, recording journal entries, bank reconciliation, preparing financial statements; and experience in analyzing transactions, preparing adjustments to journal entries, analyses and audit schedules, of which a minimum of three years must have been in a supervisory capacity, or (2) some equivalent combination of education and experience.
2. Thorough knowledge of the principles, policies, rules, regulations, and procedures governing Public Housing and Housing Choice Voucher including HUD regulations, GAAP and GASB standards, Capital

Fund, non-HUD programs, and non-profit instrumentalities, and LLCs, or (2) some equivalent combination of education and experience.

3. Thorough knowledge of HUD's on-line Real Estate Assessment Center (REAC) to include, but not limited to: eLOCCS, FDS, VMS, IMS/PIC, EIV, EPIC, SPEARS, and SACS Housing Software, or the willingness and ability to learn and utilize these tools.
4. Excellent knowledge of and use of Microsoft Word, Outlook, and Excel spreadsheets, formulas, and cells.
5. Strong leadership and managerial skills.
6. Strong interpersonal skills.
7. Excellent written and verbal communication abilities.
8. Ability to comprehend and execute complex governmental regulations.
9. Solid planning, organizational, and analytical abilities.
10. Demonstrated ability to design, recommend, and implement modifications of accounting methods, procedures, forms, and records.
11. Sound knowledge and experience with cloud based management software preferred.

Desired Knowledge:

1. Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal clues, and responds appropriately. Writes in a clear, concise, organized, and convincing manner for the intended audience.
2. Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.
3. Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.
4. Formulates objectives and priorities, and implements plans consistent with the long-term interests of the agency in a local, state, regional, and national environment. Capitalizes on opportunities and manages risks.
5. Knowledge of Fair Housing Regulations and the Virginia Residential and Tenant Act.
6. Knowledge of public housing programming.
7. Highly Complex - Ability to apply logical or scientific thinking to a wide range of intellectual and practical problems. Able to deal with very difficult concepts and complex variables. Ability to analyze data and prepare assessments.
8. Simple Algebra - Ability to compute discount, interest, profit, and loss; commission markup and selling price; and ratio, proportion, and percentage. Able to perform very simple algebra.
9. Highly Complex - Ability to read and interpret regulations, abstracts, financial reports, and legal documents.
10. Ability to prepare documents, budgets, assessments, reports, and recommendations. Ability to prepare and make comprehensive presentations, participate in formal debate, communicate extemporaneously, and communicate professionally before the Board of Commissioners, HUD, auditors, bankers, and other entities.

Ability To:

- Work evenings and some weekends

- Solve complex situations and diffuse explosive situations
- Approach problems pro-actively with empathy and a focus on solutions
- Communicate effectively both verbally and in writing with people from a variety of cultures, languages, incomes, and levels of education.
- Establish working relationships with residents, co-workers, and other professionals
- Maintain resident confidentiality at all times
- Prepare comprehensive reports
- Prioritize workload
- Access community resources and form collaborations
- Successfully work with diverse populations
- Motivate others toward a common goal